USING THE CONVERT PROGRAM WITH THE NEW PRINT SHOP®

The New Print Shop comes with a utility that allows you to use graphics from the original versions of The Print Shop, The Print Shop Companion®, the Graphics Libraries® and graphics that you have created yourself. It can also convert graphics from other publishers or organizations, as long as The Print Shop file formats have been followed correctly.

In addition, if you do not have a color printer, but would like to use some of the multicolor graphics that come with The New Print Shop or the new Graphics Libraries, you can convert them to single color for use with your system. (**NOTE:** The multicolor versions of the graphics will remain unchanged and useable if you later have access to a color printer.)

To use the CONVERT utility, follow these easy steps:

1. Insert Data Disk 2 in drive A. (Insert the Data Disk if you have 3.5" disks.) If you have The New Print Shop installed on a hard disk, change to its directory, if necessary, by typing **CD\NEWPS** and press **ENTER**.

2. Type **CONVERT** and press **ENTER**. Press the **Spacebar** after reading the welcome message.

3. Choose between converting original graphics or multicolor graphics by moving the highlight with the arrow keys and pressing **ENTER**.

4. Choose the type of graphic element to convert.

   - If you are converting original graphics, choose among borders, graphics or fonts.

   - If you are converting multicolor graphics, choose among graphics, full panels or wide borders. If you are converting full panels, you will also have to choose among vertical, horizontal, or letterhead full panels.

5. Select the disk drive (and directory, if necessary) from which you would like to convert files.

   - The program will list all the disk drives available on your system. Select the drive that contains your original or multicolor graphics.

   - If you are using a hard disk, the program will list all the directories on your hard disk. Notice that the directory you are currently in is listed at the top of the screen. Select the directory that contains your original or multicolor graphics by using the arrow keys and the **ENTER** key. If there are no files of the type you have requested in the directory you have chosen, the program will report "No Files" in that directory.

6. Using the **Spacebar** and the **F1** function key, select the files you would like to convert.

   - Pressing the **Spacebar** selects one file at a time. Pressing **F1** selects all the files in the current directory at once.

   - As soon as you press either the **Spacebar** or **F1**, notice that a prompt appears on the bottom of the screen, telling you to press **F10** to convert the selected files.

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7. Press **F10** when you have finished selecting files to convert.

8. Select the disk drive (and directory, if necessary) into which you would like to put the converted files.

   - The program will list all the disk drives available on your system. Select the drive into which you would like to place your converted graphics.

   - **NOTE:** If you are using a hard disk, the program will list all the directories on your hard disk. Notice that the directory you are currently in is highlighted at the bottom of the screen. Be sure that the directory you want your converted graphics to go into is listed in the highlighted area. **You must press ENTER after you put the highlight bar on the directory of your choice.** For instance, if you want to place the converted graphics into the NEWPS directory on your hard disk, which is drive C, be sure that the highlighted area at the bottom of the screen says "C:\NEWPS\". If it only says "C:\", you will end up copying the graphics into your root directory, which could cause some confusion later on.

   - The message, "There are no more subdirectories," simply means that you have run out of subdirectory choices in the current directory. You then have two options: you can press **F10** to place the graphics in that directory; or you can press **Escape** to back up and try a different directory. In the example above, you would get this message when you chose the NEWPS directory, if you did not already have graphics in that directory. Just press **F10** to place the graphics in NEWPS.

9. Press **F10** to begin the conversion process.

10. Some graphic elements require you to type a new name to avoid duplicate files. You will need to do this if you are converting borders (both thin and wide), graphics, or full panels.

11. After the conversion is complete, the program will return to the list of graphic elements. To convert additional elements, repeat steps 4 through 10. If you are finished converting graphics, press **Escape** to return to the main menu. Then select "Exit" to return to DOS.

That's all there is to it. From now on, when you use The New Print Shop your converted graphics will be available.